

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS

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SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 FAR 52.215-5, SOLICITATION DEFINITIONS (JUL 1987)

"Government" means United States Government.

"Offer" means "proposal" in negotiation.

"Solicitation" means a request for proposals (RFP) or a request for quotations (RFQ) in negotiation.

L.2 FAR 52.215-1, INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION (OCT 1997)

(a) Definitions. As used in this provision—

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

"In writing or written" means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake any time before award.

"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c) (1) (i) and (c) (1) (ii) of this provision.

(2) The first page of the proposal must show—

- (i) The solicitation number;
- (ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

- (iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;
- (iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and
- (v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Late proposals and revisions.

- (i) Any proposal received at the office designated in the solicitation after the exact time specified for receipt of offers will not be considered unless it is received before award is made and—
 - (A) It was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
 - (B) It was sent by mail (or telegram or facsimile, if authorized) or hand-carried (including delivery by a commercial carrier) if it is determined by the Government that the late receipt was due primarily to Government mishandling after receipt at the Government installation;
 - (C) It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal Holidays;
 - (D) It was transmitted through an electronic commerce method authorized by the solicitation and was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or
 - (E) There is acceptable evidence to establish that it was received at the activity designated for receipt of offers and was under the Government's control prior to the date specified for receipt of proposals; or
 - (F) It is the only proposal received.

(ii) Any modification or revision of a proposal or response to request for information, including any final proposal revision, is subject to the same conditions as in subparagraphs (c) (3) (i) (A) through (c) (3) (i) (E) of this provision.

(iii) The only acceptable evidence to establish the date of mailing of a late proposal or modification or revision sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt

from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the proposal, response to a request for information, or modification or revision shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(iv) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(v) The only acceptable evidence to establish the date of mailing of a late offer, modification or revision, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) (3) (iii) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(vi) Notwithstanding paragraph (c) (3) (I) of this provision, a late modification or revision of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(vii) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals". Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

(viii) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of proposals will be deemed to be extended at the same time of day specified in the solicitation on the first work day on which normal Government processes resume. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Proposals submitted in response to this solicitation shall be in English and in U.S. dollars, unless otherwise permitted by the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, any may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) **Offer expiration date.** Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall—

(1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

(2) Mark each sheet of data it wishes to restrict with the following legend: use or disclosure of data contained in this sheet is subject to the restriction on the title page of this proposal.

(e) Contract award.

(1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) The Government may disclose the following information in postaward debriefings to other offerors:

- (i) The overall evaluated cost or price and technical rating of the successful offeror;
- (ii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection;
- (iii) A summary of the rationale for award; and
- (iv) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

L.3 FAR 52.207-2, NOTICE OF COST COMPARISON (NEGOTIATED)
(FEB 1993)(DEVIATION)

(a) This solicitation is part of a Government cost comparison to determine whether accomplishing the specified work under contract or by Government performance is more economical. If Government performance is determined to be more economical, this solicitation will be canceled and no contract will be awarded.

(b) The cost estimate and technical performance plan for performance by the Government will be based on the work statement in this solicitation, and will be audited by an independent reviewing agent to ensure conformance and sufficiency to meet the requirements herein. After independent review, the Government's cost estimate and technical performance plan will be submitted by designated agency personnel to the Contracting Officer in a sealed envelope not later than the time set for receipt of initial proposals.

(c) After completion of proposal evaluation, negotiation, selection of the most advantageous (best value) commercial proposal, the Source Selection Authority (SSA), will review the Government's technical performance plan to ensure that it offers the same level of performance and performance quality as the best value commercial proposal. The Government's cost estimate will not be reviewed by the Contracting Officer until these performance levels are compatible. Where differences are found to exist, the Government's

technical performance plan and cost estimate will be returned to the in-house proposal team with instructions to adjust as required to correct the differences. The revised technical performance plan will again be reviewed for conformance and sufficiency, then forwarded to the Contracting Officer in a sealed envelope. The Contracting Officer, in the presence of the preparer of the cost estimate for Government performance, will open the sealed cost estimate envelope. These officials will make a cost comparison before public announcement. Depending on whether the cost comparison result favors performance under contract or Government performance, the procedure in either subparagraph (1) or (2) following applies:

(1) If the result of the cost comparison favors performance under contract and administrative approval is obtained, the Contracting Officer will award a contract and publicly reveal the completed cost comparison form showing the cost estimate for Government performance, its detailed supporting data, and the Contractor's name. However, this award is conditioned on the offer remaining the more economical alternative after (i) completion of a public review period of thirty (30) calendar days beginning with the date this information is available to interested parties and (ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) below). The Government assumes no liability for costs incurred during the periods specified in (i) and (ii). The Contracting Officer will then either notify the Contractor in writing that it may proceed with performance of the contract or will cancel the contract at no cost to the Government.

(2) If the result of the cost comparison favors Government performance, the Contracting Officer will publicly disclose this result, the completed cost-comparison form and its detailed supporting data, and the price of the offer most advantageous to the Government. After (i) completion of a public review period of thirty (30) calendar days beginning with the date this information is available to interested parties and (ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) below), the Contracting Officer will either cancel this solicitation or award a contract, as appropriate.

(d) During the public review period, directly affected parties may file with the Contracting Officer written requests, based on specific objections, for administrative review of the cost comparison result under the agency appeals procedure. The appeals procedure shall be used only to resolve questions concerning the calculation of the cost comparison and will not apply to questions concerning award to one offeror in preference to another. Agency determinations under the appeals procedure shall be final.

(e) A cost estimate for Government performance is considered a proposal for purposes of this solicitation's Late Submissions, Modifications, and Withdrawal of Proposals or Quotations provision, and a late modification that displaces an otherwise low cost estimate for Government performance shall not be considered.

L.4 FAR 52.252-6, AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

L.5 FAR 52.207-3, RIGHT OF FIRST REFUSAL OF EMPLOYMENT (NOV 1991)

(This Clause also applies to Non-Appropriated Fund employees, **however first priority shall be given to Appropriated Fund Employees.**)

(a) The Contractor shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards.

(b) Within 10 days after contract award, the Contracting Officer will provide the contractor a list of all Government employees who have been or will be adversely affected or separated as a result of award of this contract.

(c) The contractor shall report to the Contracting Officer the names of individuals identified on the list who are hired within 90 days after contract performance begins. This report shall be forwarded within 120 days after contract performance begins.

L.6 DFAR 252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION (MAR 1998)

(a) Definitions.

As used in this clause—

(1) 'Central Contractor Registration (CCR database)' means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) 'Data Universal Numbering System (DUNS)' number means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) 'Data Universal Numbering System +4(DUNS+4)' number means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) 'Registered in the CCR database' means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet May take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://ccr.edi.disa.mil>.

L.7 DFARS 252.204-7001, COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (DEC 1991)

(a) The Offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter CAGE code before the number.

(b) If the Offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Services Center (DLSC). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code;

(2) Complete section A and forward the form to DLSC; and

(3) Notify the Contractor of its assigned CAGE code.

(c) Do not delay submission of the offer pending receipt of a CAGE code.

L.8 DFARS 252.227-7028, TECHNICAL DATA OR COMPUTER SOFTWARE PREVIOUSLY DELIVERED TO THE GOVERNMENT (JUN 1995)

The Offeror shall attach to its offer an identification of all documents or other media incorporating technical data or computer software it intends to deliver under this contract with other than unlimited rights that are identical or substantially similar to documents or other media that the Offeror has produced for, delivered to, or is obligated to deliver to the Government under any contract or subcontract. The attachment shall identify--

(a) The contract number under which the data or software were produced;

(b) The contract number under which, and the name and address of the organization to whom, the data or software were most recently delivered or will be delivered; and

(c) Any limitations on the Government's rights to use or disclose the data or software, including, when applicable, identification of the earliest date the limitations expire.

L.9 INQUIRIES BY PROPOSERS

(a) Questions being submitted for the pre-proposal conference shall be submitted on the Internet at <http://ca.lemoore.navy.mil/> under the heading "Industry Comments and Questions" and should be received by May 18, 1999. All post conference questions must be submitted by May 28, 1999 in order to be answered prior to the closing date of June 10, 1999. All questions shall be answered electronically.

L.10 PRE-PROPOSAL CONFERENCE/SITE VISIT

(a) A Step I pre-proposal conference/site visit will be held at NAS Lemoore on May 20 & 21, 1999 starting each day at 9:00 A.M. at Bldg. 900, Conference Catering and Training Center, at NAS Lemoore. Registration will be from 8:30 A.M. to 9:00 A.M. with the conference to convene immediately thereafter. Another pre-proposal conference/site visit will be held during Step II for

the three selected contractors and will be scheduled at that time. Additional site visits during Step II will be allowed if necessary.

(b) The first day of the Step I pre-proposal conference/site visit is to provide prospective offerors a presentation on the newly developed 3-Step solicitation process, the outcome based aspects of this solicitation, a question and answer period, and an opportunity to examine the premises where Contractor services will be provided.

(c) The second day will be held as part of the Outreach Program. All Small Business/Small Disadvantaged (SB/SDB) contractors, currently performing work at NAS Lemoore which have been included in this study, and all other interested SB/SDB and potential prime contractors are invited to attend. It is requested that potential prime contractors bring qualification packages to distribute to potential SB/SDB subcontractors. This session will include a presentation on the Outreach Program, question and answer period, and an opportunity for interested Prime and SB/SDB contractors to meet and hold informal discussions.

(d) Prospective offerors will be allowed the opportunity to submit written questions prior to or during the conference concerning any aspect of this solicitation. If you have questions prior to the conference please submit your questions via the Internet at <http://ca.lemoore.navy.mil> using the Questions section under Industry Comments/Questions by 18 May 1999.

(e) It is recommended that a representative of each prospective offeror attend the Pre-proposal Conference/Site Visit. Offerors interested in sending representatives to the Pre-proposal Conference/Site Visit should submit the names, phone numbers, fax numbers and E-mail addresses of the representatives that will attend the conference no later than May 18 via the Internet at <http://ca.lemoore.navy.mil> under Industry Comments and Questions utilizing the Comments heading. Due to the limited space available, it is requested that each company

(f) Security clearances are not required, however, company representatives must be U. S. Citizens and should be prepared to furnish picture identification while on the NAS Lemoore premises. Temporary visitor's passes held by company representatives must be relinquished to the military gate guards as you exit the base after the Pre-proposal Conference/Site Visit. It is anticipated that the Conference & Site Visit combined for the first day will conclude by 3:00 p.m.. The Outreach Program session scheduled for the second day will conclude by 12:00 p.m..

IMPORTANT NOTE: Remarks and explanations addressed during the conference shall not qualify or alter the terms and conditions of the solicitation. The terms and conditions of the solicitation to include the Performance Work Statement and Data Pack remain unchanged unless the solicitation is formally amended in writing.

L.11 PREPARATION OF OFFERS

(a) Offerors are expected to examine the drawings, specifications, Schedule, and all instructions. Failure to do so will be at the Offerors risk.

(b) Each Offeror shall furnish the information required by the solicitation. The Offeror shall sign the offer and print or type its name on the Schedule and each continuation sheet on which it makes an entry. ERASURES OR OTHER CHANGES MUST BE INITIALED BY THE PERSON SIGNING THE OFFER. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

L.12 FAR 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (APR 1998)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(a) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dnb.com/>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

L.13 CONTENT OF PROPOSAL

A. STEP I -PROPOSAL SUBMISSION

Step I proposals shall contain complete written responses to Step I Factors 1, 2 and 3. Offerors shall submit complete responses, addressing all factors to be addressed in Step I. Page limitations apply to each proposal. Pages submitted beyond the page limit will not be considered in the evaluation. A page is defined as one face of a sheet of paper containing information, including title pages, tables, figures, indexes, and attachments. One page per sheet of paper, i.e., one-sided printing, shall be used, only. No foldouts shall be submitted. Submission Requirements for Step I proposals are outlined in Exhibit L-1.

B. STEP II – PROPOSAL SUBMISSION

1. WRITTEN TECHNICAL PROPOSAL –

Firms who are notified by the Contracting Officer that they have been selected to proceed to Step II will be required to submit Volumes I through III as outlined in Exhibit L-2.

2. ORAL PRESENTATION

An Oral Presentation will be provided as part of Step II to explain the firm's innovations, management approach and overall business strategy. See Exhibit L-3 for presentation requirements.

C. SUMMARY OF PROPOSAL SUBMITTAL.

The submission of all items addressed above will constitute the offeror's proposal including the requirement to comply with the terms and conditions of the RFP including all portions of the statement of work. All proposals received will be evaluated to determine that the submission requirements identified in SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICE TO OFFERORS have been complied with.

L.14 OFFICE DESIGNATED FOR RECEIPT OF OFFERS

Offerors shall address proposals to the following:

DIANA M GUSTAFSON
EFA WEST BLDG 205-1
900 COMMODORE DRIVE
SAN BRUNO CA 94066

L.15 FAR 52.215-14, INTEGRITY OF UNIT PRICES (OCT 1997)

(a) Any proposal submitted for the negotiation of prices for items of supplies shall distribute costs within contracts on a basis that ensures that unit prices are in proportion to the items' base cost (e.g., manufacturing or acquisition costs). Any method of distributing costs to line items that distorts unit prices shall not be used. For example, distributing costs equally among line items is not acceptable except when there is little or no variation in base cost. Nothing in this paragraph requires submission of cost or pricing data not otherwise required by law or regulation.

(b) When requested by the Contracting Officer, the Offeror/Contractor shall also identify those supplies that it will not manufacture or to which it will not contribute significant value.

(c) The Contractor shall insert the substance of this clause, less paragraph (b), in all subcontracts for other than: acquisitions at or below the simplified acquisition threshold in FAR Part 2; construction or architect-engineer services under FAR Part 36; utility services under FAR Part 41; services where supplies are not required; commercial items; and petroleum products.

L.16 FAR 52.215-12, RESTRICTION ON DISCLOSURE AND USE OF DATA (APR 1984)

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall--

(a) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal or quotation. If however, a contract is awarded to this Offeror or quoter as a result of - or in connection with - the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets];" and

(b) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

L.17 FAR 52.216-1, TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a combination Firm Fixed-Price/Indefinite Quantity with Award Fee contract resulting from this solicitation.

L.18 FAR 52.222-24, PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW (APR 1984)

An award in the amount of \$1 million or more will not be made under this solicitation unless the offeror and each of its known first-tier subcontractors (to whom it intends to award a subcontract of \$1 million or more) are found, on the basis of a compliance review, to be able to comply with the provision of the Equal Opportunity clause of this solicitation.

L.19 52.233-2, SERVICE OF PROTESTS (AUG 1996)

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the general Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

DIANA M. GUSTAFSON
EFA WEST
900 COMMODORE DRIVE
SAN BRUNO CA 94066

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.20 FAR 52.237-1, SITE VISIT (APR 1984)

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

L.21 TECHNICAL REFERENCE LIBRARY

An electronic Technical Reference Library is located on the Internet at http://ca.lemoore.navy.mil/SOLDocs/TechLib_toc.html. All materials referenced to in Section C can be located in the Technical Reference Library. If you cannot locate the reference material you are interested in submit an inquiry under Industry Questions and Comments utilizing the question heading.

**EXHIBIT L-1
STEP I PROPOSAL
SUBMISSION REQUIREMENTS**

Volume I shall be submitted in one electronic copy and one signed original printed copy and three (3) additional printed copies.

Volume I (This volume shall not exceed 100 pages. Contractor shall be responsible for determining page count distribution for each tab. The following forms or submission requirements shall not be included in the Step I, Volume I maximum page count: SF 294, SF 30, SF 33, Dun & Bradstreet Report, Section K, Financial Statements.)

Tab A: Past Performance

Offerors (prime contractor, joint venture, major subcontractors) shall provide descriptions of projects performed within the last five years that are similar in scope and complexity to the project addressed in the RFP. Prime Contractors shall provide a maximum of 5 project summaries. Prime Contractors shall also include a maximum of 3 projects for each joint venture firm or major subcontractor. Project summaries shall include the following information: (Note: Major subcontractor is defined as any subcontractor or group of subcontractors networking to produce a significant effort.)

- a. Contract Number:
- b. Contract Title:
- c. General description of the contract, including aspects of the contract the offeror deems relevant to this effort e.g., similarity of services provided; geographic dispersion of the contract effort; similarity of proposed methods, procedures, software, telecommunications, or other technologies; significant lessons learned; difficulties encountered and methods utilized to resolve problems.
- d. Date of Award:
- e. Period of Performance and options (if applicable):
- f. Awarded By (owner):
- g. Award Price, Final Price (or current):
- h. Contact Name, address, and phone number (of owner or owner's representative), FAX number and E-mail address.
- i. Type of award:
- j. Indicate whether your firm served as a prime contractor or as a subcontractor on the project. Attach letters of commendation, awards, and/or outstanding performance ratings received for the project; if any.
- k. If any proposed key personnel participated in the project, describe how they contributed to the commended performance.
- l. Describe examples of how your firm worked with the owner/owner's representative on the projects to resolve problematic situations which could have negatively impacted schedule, cost or quality if the parties had taken on adversarial positions. Significant accomplishments during performance of work, and how the experience will enhance the offeror's ability to successfully perform under the proposed contract.
- m. Describe your firm's safety record in performing each of the referenced projects.

n. If performance problems were encountered during the past five years, you are encouraged to provide information regarding corrective actions taken.

Tab B: Corporate Capabilities

1. Standard Form (SF) 33 and any Acknowledged Amendments, SF 30. (Prime Contractor only)
2. Section K, Representations and Certifications and other FAR Clause submittal requirements. (Prime Contractor only)
3. Qualifications: List and explain Corporate qualifications relevant to this solicitation. (Prime and Major Subcontractors. Note: Major subcontractor is defined as any subcontractor or group of subcontractors networking to produce a significant effort.)
4. Key Corporate Personnel: Provide resumes of proposed key corporate personnel who shall be responsible for this contract throughout its life cycle. Prime Contractors may provide a maximum of 5 key personnel resumes limited to 3 pages each. Prime Contractors shall also include a maximum of 3 key personnel resumes limited to 3 pages for each joint venture firm or major subcontractor. Key personnel resumes shall include the following information:
 - a. Person's Name
 - b. Corporate Position
 - c. Employment Status (Employee/Candidate for Employment)
 - d. Years with your firm
 - e. Key duties and responsibilities related to this contract
 - f. Relevant work experience listed in descending chronological order for the past ten years including:
 - Employer Name
 - Dates of Employment
 - Position Title
 - Description of work experience relevant to the corporate work this individual will perform in support of this contract.
 - Reference name, position title, and current phone and fax numbers and e-mail Address
5. Financial Stability
 - a. Company's Dun & Bradstreet Number (DUNS) report
 - (i) Prime Contractor
 - (ii) Each Joint Venture member company
 - (iii) Each Team Subcontractor
 - b. Latest complete fiscal year financial statements for the firm or corporation, certified by an independent account firm (if practicable or at least by an authorized officer of the organization).
 - (i) Prime Contractor
 - (ii) Each Joint Venture member company
 - (iii) Each ..Major Subcontractor
 - c. Submit evidence of availability of working/operating capital that will be used for the performance of the resultant contract.
 - (i) Prime Contractor
 - (ii) Each Major Subcontractor
 - d. For Joint Venture arrangements discuss the financial responsibilities among the companies.
6. Points of contact:
 - a. Provide points of Contact at the cognizant offices if additional information is required:
 - (i) Prime Contractor

- (ii) Each Joint Venture member company
- (iii) Each Major Subcontractor

3. Tab C – Past Commitment to Small Business

(NOTE: SF294 will not be considered in the maximum page count.)

1.Past Performance.

Commitment to Small Business. This factor evaluates the Large Businesses offeror's past performance in meeting small business (SB), small disadvantaged businesses (SDB), women owned small businesses (WOSB), Historically Underutilized Business Zone (HUBZone), Historically Black Colleges and Universities/Minority Institutions (HBCU/MI) and other goals. In addition it evaluates both large and small business offeror's commitment to small business goals for this project.

COMMITMENT TO SMALL BUSINESS SUBMITTAL.

1. PAST PERFORMANCE/EXPERIENCE FOR LARGE BUSINESSES ONLY

a) For the projects cited as relevant past performance, please provide the subcontracting goals as well as the actual, if a plan was required, for each of those projects, if a plan was required, as well as the actual accomplished. Please report this information using the following matrix.

Per Cent	Total	Total	Total				
Project	Subcont	Lge Bus	Sm Bus	SDB	WOSB	HUBZone	HBCU/MI
Dollar Amount	Total	Total	Total				
Project	Subcont	Lge Bus	Sm Bus	SDB	WOSB	HUBZone	HBCU/MI

NOTE: SDBs, WOSBs, HUBZone and HBCU/MI firms are sub-sets of the Small Business percentages and dollar amounts.

b) If applicable, please submit the latest SF 294 prepared for each of the above projects. If the

project is completed, please submit the SF 294 that is marked as "FINAL". Small businesses need not submit any SFs 294. If your firm has not had to submit SF 294s on previous projects, a written explanaton may be submitted with any relevant information regarding the firm's past commitment to, small business/small disadvantaged business/WOSB/HUBZone/HBCU/MI, that alligns with the information submitted on a SF 294. This information is limited to one page per project.

c. Please discuss the complexity of the work that the small businesses performed in each of the above projects and the value of their contribution to the completion in each of the projects.

EXHIBIT L-2
STEP II WRITTEN TECHNICAL PROPOSAL
SUBMISSION REQUIREMENTS

Volumes I – III shall be submitted in one electronic copy and in a printed copy with one original and five (5) copies.

Volume I: Statement of Requirements

Volume I has a **125** page limitation submission.

In an outcome oriented solicitation, this volume becomes Section C of the awarded contract; therefore it should only include the Statement of Requirements which will be included in the evaluation of Technical Factor 1, Management and Technical Approach. Upon completion of proposal evaluations and negotiation to determine the most advantageous (best value) commercial proposal, the best value Offeror's Volume I will be provided to the SSA. It will be reviewed and used in adjusting the Government's Technical Performance Plan to ensure it offers the same level of performance and performance quality which is equivalent to the best value commercial proposal. Therefore, it is imperative that Offerors **do not include proprietary methodology for performing the requirements, staffing information, and/or price/cost information in Volume I.**

Volume I of the best value proposal will also be provided to the Independent Review Team for their review process. The Management Plan and Independent Review Teams contain private consultants to the Government. In accordance with 41 USC 423, Office of Federal Procurement Policy Act, as amended, the Management Plan and Independent Review Teams will perform their review and ensure that proper safeguards are in place to prevent the release of procurement sensitive information.

In Section C, subsection C.1 (paragraph X) has one outcome and subsection C.5 is divided into 13 outcomes (C.5.1 – C.5. 13). For each outcome (sub-paragraph 1) the mandatory performance requirements and metrics associated with outcome delivery are provided in sub-paragraph 2. To develop Volume I of the proposal, the Government has created a base Volume I format for Offerors to use. It can be found in the electronic version of this RFP in the file titled Volume I Workbook.xls. (Double clicking on the hot link will take you to the file.) Offerors are **required** to use this file as the basis for Volume I submissions. ***Offerors who do not use this format will be considered non-responsive and their offers will not be evaluated.***

For each outcome spreadsheet in Volume I Workbook.xls, (14 spreadsheets) Offerors shall add to the paragraph 2 table (in the unshaded rows and columns) the following information:

MANDATORY REQUIREMENT SUB-REQUIREMENTS: Offerors shall propose for each mandatory contract requirement the contract sub-requirements their firms shall perform to achieve the mandatory requirement and the stated outcome in paragraph 1.

OTHER CONTRACT REQUIREMENTS: Below the Mandatory Contract Requirements and proposed sub-requirements for each, the Offerors can propose in the Other Contract Requirements portion of the spreadsheet, additional contract requirements their firms shall perform which shall enhance/improve the stated outcome to be achieved. Offerors may add

below their proposed Other Contract Requirements any contract sub-requirements needed to support the achievement of the proposed requirement.

METRIC: Offerors shall propose a performance metric by which successful accomplishment of every mandatory and proposed contract requirement and sub-requirement can be measured to determine that it has been successfully met.

UNIT OF WORK: Offerors shall propose a unit of work for each mandatory/other contract requirement and associated sub-contract requirement(s).

QUANTITY: Offerors shall propose the total work unit population for the base contract year on which they plan to perform the contract requirement/sub-requirement.

FREQUENCY: When applicable to the contract requirement/sub-requirement, Offers shall state the frequency at which the contract requirement/sub-requirement shall be performed on the entire work unit quantity during the base year, (e.g., 1 time per year, quarterly, per unit, etc.).

STANDARD : Offerors shall propose the quality performance standard(s) they shall meet in the accomplishment of each mandatory requirement and its proposed sub-requirements and each proposed other contract requirement and any associated proposed sub-requirements. Offerors may list as many standards as determined appropriate to assure the quality of the unit of work. Example: No more than 2 customer complaints/month; In Accordance With NAVSUP XXXX.XX; Respond within 30 minutes; Downtime not to exceed 10%; Receive requests 7 days a week/24 hours per day; etc.

Volume II: Methods of Operation

Volume II has a **300** page limitation submission. (Volume II, Excel Workbook and Resumes are excluded from the page count.)

In this volume Offerors shall present their technical and management approach to be used to achieve and/or exceed the Government's required outcomes. Offerors may (and are encouraged to) include proprietary technological, management, and administrative methodologies and innovative, creative techniques to improve service delivery and/or quality, to save and/or better utilize Government resources, or to in some other way benefit the Government in this volume. This volume will be incorporated into the contract as an attachment.

Volume II shall be divided into four tabs --- Tab A: Strategic Plan; Tab B: Technical Approach; and Tab C: Management Approach, Tab D: Commitment to Small Business. Although the requirements for numbering each section are presented in narrative form in conjunction with the content of each Tab, a sample of the numbering scheme for this Volume follows the narrative discussion to provide further clarification.) It is essential that Offerors follow the numbering scheme to facilitate the Source Selection Board readily tying the Offerors' technical approaches to accomplishment of the related contract requirements. Offerors should note that Volume II is for Source Selection Board use only and will not be provided to the Government's Management Plan Team at any time during the A-76 review process. Stringent measures will be taken by the Government to ensure the security of the contents of this Volume throughout the A-76 process.

Each tab shall contain the following:

TAB A: STRATEGIC PLAN

Describe the overall conceptual plan for contract operations and management. Topics may include but are not limited to corporate goals for this contract; overall business strategy to streamline operations and capitalizing on business opportunities; overview of new and improved technologies and approaches to doing business; etc.

TAB B: TECHNICAL APPROACH

(a) Section 1: Excel Workbook Document (TECHNICAL APPROACH)

To develop Tab B – Section 1, the Government has created a base spreadsheet format for Offerors to use. It can be found in the electronic version of this RFP in the file titled Volume II Workbook.xls. (Double clicking on the hot link will take you to the file.) Offerors are **required** to use this file as the basis for Volume II Tab B submissions. **Offerors who do not use this format will be considered non-responsive and their offers will not be evaluated.**

See Section 2, subparagraph 7 below for directions to complete Section 1.

Offerors will note that this spreadsheet format is an expanded version of the spreadsheet Offerors used to develop Volume I. To minimize the word processing requirements for this section, it is recommended that Offerors copy each of their Volume I spreadsheets into this document. Start the copy function at first column of the first numbered mandatory requirement row and copy through the last proposed other contract requirement and its associated sub-requirement(s) standard and paste the copied rows onto the respective 14 corresponding spreadsheets in this workbook. Although this exercise may necessitate some minor row and column adjustments, copying the Volume I spreadsheets will save Offerors considerable word processing labor hours.

(b) Section 2: Microsoft Word Text Document (TECHNICAL APPROACH)

Subparagraphs for each paragraph 3 outcome shall be as follows:

(i) Subparagraph 1: Introduction (C.5.X.3.1) --- Introductory remarks relative to the technical approach to the subfunction or sub-subfunction being addressed. If not used, Offeror should include subparagraph and indicate not required.

(ii) Subparagraph 2: Approach (C.5.X.3.2)--- Follow the same numbering scheme established in the Volume I paragraph 2 Contract Requirements so that Source Selection Board members may readily tie the Offerors' technical approaches to the specific contract requirements. (Example: Technical approach for mandatory contract requirement C.5.6.2.1 shall be addressed in subparagraph C.5.6.3.2.1 of this tab.) Provide specific, precise descriptions of proposed technical methods and procedures to be used in meeting each contract requirement (mandatory, proposed sub-requirement(s) and other contract requirements and sub-requirements listed in each spreadsheet of the Section 1 workbook). Address what, where, when, and how each contract requirement/sub-requirement shall be performed and the metric, quantity of work units, frequency, and standard met.

Recognizing that Offerors may wish to group related contract requirements and sub-requirements within the outcome, Offerors may list those related contract requirement/sub-requirement numbers in a series in which the integrity of the paragraph numbering sequence is maintained to the most feasible extent. (Example: To group into a single paragraph the technical approach for contract requirements C.5.2.2.1, C.5.2.2.1.1, C.5.2.2.1.2.3, C.5.2.2.1.4 and C.5.2.2.1.5, Offerors must number the related technical approach subparagraphs in this Tab C.5.2.3.2.1 - C.5.2.3.2.1.5. The paragraph following this Tab should then be numbered according to the next contract requirement or group of contract requirements the Offeror is going to present.)

(iii) Subparagraph 3: Key Personnel Resumes (C.5.X.3.3) .(Resume page limit --- 3)

--- Include resumes of proposed key personnel as required in the respective paragraph 7s of each outcome in Section C.5 of the RFP. This does not preclude the offeror from using the same key person for various outcomes. However, the offeror shall explain in their narrative how the outcomes will be managed by the key personnel proposed. It is still required to provide the key person for each outcome.

(iv) Subparagraph 4: Subcontracting Effort.(C.5.X.3.4) --- Provide details relevant to subcontracting associated with the specific outcome. (The Offeror's overall Subcontracting Plan is required in Tab D.)

(v) Subparagraph 5: Transition Plan (C.4.X.3.5) --- Provide the specific details relevant to transitioning in and out of each outcome at contract phase in and phase out and the associated takeover of work in progress. The Offeror's associated overall management, administration, and coordination of phase-in and phase, timeline, and steps to be accomplished out shall be presented in the Transition Plan required below.

(vi) Subparagraph 6: Specific Resource Allocation Listing (SRAL) (C.5.X.3.6 in Section 1 Excel Workbook) --- Provide the annual Direct Labor resource allocation for each outcome by completing the columns titled, Position Title, Number of Full Time Equivalents (# FTEs), Management/Professional Labor Hours (Mgmt/Prof Labor Hours), Service Contract Act Labor Hours (SCA Labor Hours), Davis Bacon Act Labor Hours (DBA Labor Hours) and Total Labor Hours. Use the Section 1 Excel Workbook spreadsheets and complete paragraph C.5.X.3.6 of each spreadsheet for every mandatory and additional contract requirement for subfunction and sub-subfunction. Proposed position titles for which the Offeror proposes more or less than 1 FTE (shown in decimals rounded to tenths in the # FTE column) should reflect the proposed excess or fractional FTE in the hours spread across the columns showing the annual number of hours proposed for the position(s). It may be necessary to insert additional rows to show all the position titles proposed for each contract requirement/sub-requirement. Total paragraph C.5.X.3.6 for each sheet across the rows and down the columns. Provide narrative to explain any cross utilization of resources between or among outcomes in Section 2 using the corresponding contract requirement/sub-requirement number from the spreadsheet. When necessary, indicate at the bottom of the page, the subcontracting effort that will support the outcome. This information should be explained in your narrative. A table for each option year in which the quantity of work units, frequency, and/or resource allocation is proposed to vary from the base year and supporting narrative for proposed changes is required (Note the SRAL for Indirect and Management labor shall be included in TAB C.)

(vii) Subparagraph 7: Deliverables (C.5.X.3.7) --- List of reports, records, and other requirement or sub-requirement deliverables and the frequency of the delivery on an annual basis (e.g., daily, weekly, monthly, etc.) Note should be made of any one time deliverables and deliverables that are required on a less frequent basis than yearly.

TAB C: MANAGEMENT APPROACH

Offerors are encouraged to incorporate innovative management and administrative technologies and work methodologies into their management approach that will realize enhanced service delivery; increased customer satisfaction; improved quality of life, safety, security, environmental conditions; cost savings; enhanced energy conservation, etc. Offerors are not constrained or limited in their proposed management approach to the outcomes as presented in this RFP and TAB B of this Volume.

Section 1: Overview

In this tab, descriptions of outcome management methods and contract requirements may be aggregated for purposes of cross-functionality, cross-staffing, cross-management, co-location, etc., as the Offeror desires. Offerors are only cautioned to present their management approach in a manner so that Government evaluators can readily and easily relate all the information in this tab back to specific contract requirements or a group of contract requirements

addressed in TAB B. Should a proposed strategy or management approach require deviation from compliance with mandatory directives stated in the RFP, Offeror shall be required to:

-
- a. list the originator and the publication, regulation, or issuance affected.
 - b. cite the exact wording and page number (include a copy of relevant portions as an enclosure which will not be counted in the page limitations for this volume)
 - c. explain the need of a waiver to the requirement
 - d. identify the period for which the waiver is required
 - e. detail how the waiver will better help accomplish the mission
 - f. provide a financial impact statement for cost savings (if any) showing the amount of savings the Government could receive and the period in which the savings will be achieved (i.e., base period only and/or effected option years)
 - g. detail how the effectiveness of the results will be measured

list inspections, tests, and other requirements that might be effected by the waiver

For the purposes of Volume III, Pricing, Offerors shall price the performance of the contract requirements associated with the waiver requirement to include the costs for implementing the mandatory regulatory requirements specified in the RFP. If a waiver of the directive is granted during contract performance, a modification will be issued to reduce the contract price by the amount specified in the financial impact statement provided in this volume.

Section 2: **Content of the Management Approach Tab** shall include:

1. **Executive Summary:** Offeror's high level summation of the approach to the management and administration of the contract.
2. **Organizational Structure:** Offeror's on-site and corporate organizational structures and lines of authority and accountability between on-site and corporate management personnel and on-site, corporate, and subcontractor management personnel. Lines of authority and accountability between corporate and on-site managers and Government managers and customers. Organizational charts depicting organizational structure and lines of accountability and delegation of authority and project staffing are required.
3. **Work Management:** Offerors plan to manage and control the work within the proposed organizational divisions. Offerors at a minimum should address work reception, issuance, control, work status monitoring, mandatory optional reports to be provided, handling of Government funds, meeting mandatory automated reporting requirements to higher headquarters, etc. Include approach to interface with Government contract managers and NAS Lemoore tenant organizations in the day to day operations of the contract and the receipt and handling of complaints from NAS Lemoore and tenant organizations.
4. **Quality Control:** Offeror's approach to quality control for this contract including copies of certifications related to special quality control programs such as Malcolm Baldrige, ISO 9000, etc. Include details relevant to the organization's quality control program, how it will be applied at NAS Lemoore in the performance of this contract and how the Offeror shall ensure quality results.
5. **Transition Plan:** Detailed plan of action addressing the proposed activities associated with phase-in and phase-out at the termination of the contract and timelines. Offerors shall include in this plan their approach to handling the Government employees' Right of First Refusal.

Tab D - PROPOSED SUBCONTRACTING GOALS.

Applicable to Large and Small Businesses.

a. Please indicate your Subcontracting Plan proposal for this project using the matrix in the Step I proposal, Past Commitment to Small Business, paragraph 1a. Small Businesses shall also submit their projected subcontracting, even though a Subcontracting Plan is not required, to indicate their commitment to small businesses. The same NOTE above applies: ***SDBs, WOSBs, HBCUMIs, NISH and HUBZone firms are sub-sets of the Small Business percentages and dollar amounts; i.e., if a firm is a WOSB owned by a minority, it will be reported in the WOSB, SDB, HBCUMI, NISH and Small Business columns***

b. Based on the data provided above, please list the names of SBs, SDBs, WOSBs, HBCUMIs, NISH and HUBZone firms you plan to utilize, the type of work to be performed, and the dollar amount anticipated to be subcontracted using the following matrix below as a format. This requirement is also applicable to Small Businesses even though a Subcontracting Plan is not required. (It should be noted that firms appearing in this matrix below should also appear in the Subcontracting Plan submitted by large businesses.)

Name of Firm	Type of firm (SB,SDB,WOSB, HBCUMI, NISH)	Product/Service to be Provided	Dollar Amount to be Subcontracted

NOTE: The total Dollar Amount to be Subcontracted must equal the amounts reported in paragraph a above for Small Businesses.

c. OTHER: Are you currently participating in the DoD Mentor-Protégé Program (MPP) as either a mentor or a protégé firm? If so, please provide the names of the protege firms that have MPP agreements with your firm. If you are a protege firm, please provide the name of your mentor firm that you have a MPP agreement with. Please describe some of your successes in this program?

d. SUBCONTRACTING PLAN (Not included in the page count for Volume II) : All large businesses must submit their Subcontracting Plan, Attachment JL-1, with their cost proposal. Submission of a Subcontracting Plan by a small business is optional. The following are the Navy's target goals for your information only. Each proposal shall identify the specific proposed percentage for each category. If any proposed percentage is 0, proposer must provide an explanation.

- 1) SB is 60% of subcontracted work.
- 2) SDB is 5% of subcontracted work.
- 3) WOSB is 5% of subcontracted work.
- 4) HUBZone is 1% of subcontracted work starting in the second year.
- 5) HBCU/MI has no established percentage of subcontracted work.

VOLUME III

Tab A -PRICE PROPOSAL:

The format for the Price Proposal is provided as follows:

1. General

a. Since adequate price competition is anticipated in response to this announcement, certified cost or pricing data is not required. Submit proposals with a cover sheet that includes the following:

Solicitation Number
Name and Address of Offeror
Name, Title and Telephone of Offeror's Point of Contact
Place and Period of Performance
Line Item No., Descriptions, Quantities and Prices
Total Contract Price

Name, Address, Telephone of Contract Administration and Audit Offices (Proposals considered for award may be reviewed by these functions.)

Although not required, an SF1448 may be used as a proposal cover sheet. Provide a Table of Contents depicting cost proposal organization.

b. Provide these Cost Proposal Instructions to all subcontractors. Proprietary subcontractor data may be submitted directly to the EFA WEST Contracting Officer.

Submit cost information in the Cost Element Summary format provided below on a 3.5" diskette as a Microsoft Excel file (Excel 97 version or lower) covering the entire proposed basic period of performance. Include a separate Cost Element Summary for each option proposed. Cost information is required to ascertain that proposed costs are commensurate with technical proposal.

COST ELEMENT SUMMARY [SAMPLE]

Phase-In

Base Period (etc)

COST ELEMENT	BASE	RATE	AMT	BASE	RATE	AMT	TOTAL PROPOSED AMOUNT
DIRECT LABOR (List each direct labor category separately.)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TOTAL DIRECT LABOR	XXXX		XXXX	XXXX		XXXX	XXXX
TOTAL LABOR OVERHEAD	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
SUBCONTRACTS, IOTS, CONSULTANTS (List Separately)			XXXX			XXXX	XXXX
MATERIAL			XXXX			XXXX	XXXX
MATERIAL OVERHEAD	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TRAVEL			XXXX			XXXX	XXXX
ODCs			XXXX			XXXX	XXXX
G&A	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
SUBTOTAL COSTS			XXXX			XXXX	XXXX
COST OF MONEY (See DD Form 1861)	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
PROFIT	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
TOTAL COST & PROFIT			XXXX			XXXX	XXXX
TOTAL PRICE			XXXX			XXXX	XXXX

* Submit cost element summary for **each CLIN and each year** of performance.

COST ELEMENT SUMMARY [SAMPLE] NOTES:

1. **Cost Element Summary and Supporting Rationale.** Detail required to support the major cost elements is described in paragraphs a. through h. below. Total proposed price by CLIN should agree with RFP Section B. Address all cost elements applicable to the proposed effort.
NOTE: Failure to provide the information requested in this section may cause your proposal to be considered unacceptable and result in your proposal not being evaluated for contract award.

a. Direct Labor. Itemize proposed direct labor hours and amounts by individual labor categories. Identify priced overtime hours and uncompensated overtime hours (if any). State how many hours equal a productive man-year and identify productive and non-productive direct labor hours/dollars. Identify base rates and source of base rates (i.e., date of base rates, individual/category average rates, wage determination). Identify annual escalation rate(s) proposed and the basis. **NOTE: Direct labor categories covered by the Service Contract Act or Davis Bacon Act wage determinations should not be escalated. Direct labor rates for covered categories should include Health and Welfare fringe as mandated by the Department of Labor.** For exempt positions, provide escalation methodologies and calculations showing development of proposed rates. Identify basis of proposed rates (e.g., Forward Pricing Rate Agreement and date of agreement, bidding rates and the date of submission to DCAA, or actual rates used and the effective date, etc.) If composite rates are used, provide the development of composite rates and labor dollar calculations for each labor category.

The offeror should also identify all labor categories subject to the Service Contract Act and identify what category on the Wage Determination applies to the contractor's employees. The direct labor rate (unburdened) paid to each non-exempt employee should be listed next to the contractor's labor category.

b. Indirect Cost Rates and/or Factors. Describe the offeror's fiscal year. Describe all indirect cost rates (such as, labor overhead, G&A, material overhead) and applicable allocation bases. Identify the basis of proposed rates (e.g., Forward Pricing Rate Agreement and the date of agreement, bidding rates and the date of submission, billing rates and the date of approval, etc.). State whether your proposed indirect rates have been reviewed by DCAA. If so, provide the audit date and report number. If not, submit a statement from a Certified Public Accountant expressing an opinion as to whether the indirect costs have been collected and segregated into appropriate accounts in accordance with generally accepted accounting principles. If your indirect rates have not been audited by DCAA, you must provide sufficient documentation to allow an evaluation of each rate. Examples of the level of detail requested for this evaluation are provided below:

Example 1: Labor Overhead/Burden

1. Identify the proposed rates/percentages associated with the following taxes and insurance:

- Social Security and Medicare (FICA)
- State Unemployment Tax (SUTA)
- Federal Unemployment Tax (FUTA)
- Worker's Compensation
- Liability Insurance
- Other applicable taxes and insurance

Show calculations for the development of the composite burden rate based on the individual rates/percentages listed above. Provide a certificate from the State to confirm the proposed SUTA rate. Provide documentation from your insurance companies displaying the actual premiums and applicable discounts in support of the proposed insurance rates. All premium discounts must be deducted from insurance rates in accordance with FAR 31.201-5.

Example 2: Home Office Overhead/General & Administrative Expense (G&A)

G&A expenses represent the cost of the management and administration of the business as a whole. The proposed G&A expense pool must exclude all unallowable costs listed under FAR 31.2.

1. State whether the proposed G&A rate is based on a historical rate, a forecasted rate, or both.

2. Present computations that support the proposed G&A rate, using the following procedures:

a. Historical Rate Computation

Present computations of total G&A cost and the total G&A cost input (allocation) base for the previous accounting period, as well as actuals-to-date for the current year. Historical G&A costs are developed by listing all accounts for indirect costs, deducting all unallowable costs, and then adding the account totals. The historical cost input base is developed by summing those costs (including unallowables) which best represent the total activity of the business, typically total costs. Provide financial statements in support of these amounts. (See FAR 30.410-50(d) for a more complete discussion of acceptable techniques for applying G&A). The historical G&A rate is

then developed by dividing the historical G&A costs by the historical cost input base, as illustrated by the following formula:

$$\text{Historical G\&A Rate} = \frac{\text{Historical G\&A Costs (Less Unallowables)}}{\text{Historical G\&A Cost Input Base}}$$

b. Forecasted Rate Computation

Present forecasted G&A computations if the proposed G&A rate is significantly different from the historical rate computed. The forecasted G&A rate is developed in a manner similar to the historical rate. List forecasted G&A expenses by cost account, deduct all unallowable costs, and total. Divide this amount by the total projected G&A cost input base. Adjust forecasts by actuals incurred, if these actuals vary significantly from projections. Provide rationale for each projection.

c. Subcontracts and Consultants. Provide a summary listing of anticipated subcontractors/ consultants and a description of the work to be performed and type of contract for each. Obtain and provide cost proposals from each subcontractor in the same format as required for the offeror. Provide and explain results of offeror's review and cost/price analysis of subcontract. Provide copies of consultant agreements to substantiate proposed rates.

d. Material, Travel, and Other Direct Costs (ODCs). Itemize costs for material (include a priced bill of materials), travel (include travel itinerary, identity of travelers and associated costs for each proposed trip) and ODCs. Provide narratives justifying each amount proposed.

e. Cost of Money (COM). Refer to FAR 52.215-30, Facilities Capital Cost of Money. Provide a schedule, which contains the proposed cost of money (COM) factors, if applicable, to include a display of all individual bases included in the COM amounts. Submit a DD Form 1861, Contract Facilities Capital Cost of Money, if proposing costs for this element.

f. Profit. Include substantiation for profit proposed. The offeror is encouraged to provide substantiation and rationale for any profit proposed by the prime and subcontractor(s). Factors to consider in determining profit are described in Department of Defense Federal Acquisition Regulation Supplement (DFARS) 215.970-1.

g. Manpower Charts. Offerors must submit a consolidated Manpower Chart that displays proposed hours by labor category. The purpose of this chart is to ensure manpower presented to the technical team matches that presented in the price proposal as to number and skill levels in each of the functional areas of the organization proposed. A chart of each of the option periods shall be submitted in a format similar to the following sample format:

MANPOWER CHART (SAMPLE)

ITEM NUMBER:	PRIME/SUBS INTERDIV/CONSULT	LABOR CATEGORY (SCA COVERED POSITIONS NOTED*)	DIRECT LABOR HRS	DIRECT LABOR \$
CLIN 0001 (Basic)	PRIME	Computer Operator* (03044 - \$18.01)	XXX	\$XXXX,XX
	SUB "1"		XXX	\$XXXX,XX
	SUB "2"		XXX	\$XXXX,XX
	CONSULTANT		XXX	\$XXXX.XX
	INTERDIV		XXX	\$XXXX.XX
TOTAL			XXX	\$XXXX.XX

* Identify SCA covered positions with Occupation Code & Wage Rate (fringe inclusive) next to offeror's labor category.

One copy of the cost proposal shall have all dollar amounts deleted so that the manning, materials, and equipment proposed in the cost proposal may be compared to the manning, materials, and equipment proposed in the technical proposal.

Tab B – Submittals

1. Submit completed Schedule – Combination Firm Fixed Price Indefinite Quantity Contract. (Section B, Paragraph B.3.)
2. Resubmit the SF33 and the Representations and Certifications only if the information has changed since the Step I proposals were submitted.
3. Acknowledge all amendments issued during Step II by signing and submitting in this tab.

Printed information for all Tabs shall be submitted in 8 1/2" x 11" format in three-ring binders. Font size for all proposal material shall be 12 or larger. Text lines shall be spaced at no less than 1 space (single space). No pen and ink changes are allowed.

EXHIBIT L-3
ORAL PRESENTATION REQUIREMENTS
(Page 1 of 2)

Oral presentations will be in the form of a briefing to explain, in detail, the offeror's innovations, management approach and overall business strategy to be used in meeting the requirements of any resulting contract. This oral presentation will not be part of the technical evaluations.

a. Schedule for presentations. The offerors invited to participate in Steps II & III will be provided a date, time, and location for their respective oral presentation(s). (The Government anticipates conducting oral presentations at SOUTHWESTDIV, San Diego, CA.) Offerors shall present their oral presentations on November 30, 1999. The schedule for presentations is provided in paragraph h below.

b. Form of presentation. Offerors shall make their oral presentation in person. Submission of video tapes or other forms of media containing the presentation for evaluation are not authorized and will be rejected. The presentation shall begin with the presenter's introduction of him/herself by name, position, and company affiliation and any other presentors. The Government will provide an overhead projector, computer projection system, screen, podium, and table space for up to 10 company representatives. Any other equipment needed for the presentation must be provided by the offeror.

c. Documentation. At time of oral presentation, offerors shall provide ten (10) 8.5" x 11" copies of presentation materials, such as slides or viewgraphs, which will be used in the presentation. Slide text should conform to the following specifications:

Font: Times New Roman
Size of heading font: 44 points:
Size of main text line font: 32 points
Size of sub text font: 28 points;
Lines of text per slide (i.e. number of bullets): no more
than eight

d. The above specifications of font sizes do not apply to captions and annotations on graphical slides. The purpose of these specifications is to reduce emphasis on the appearance of the presentation, as opposed to its content, and to minimize the cost of the presentation media. Offerors may place their name and company logo on the slides

e. There is no limitation on the number of slides that an offeror may use. However, the Government will not consider the slides to be stand alone documents except as visual aids to the presentation. When reviewing the oral presentations, the Government will not review any slide that was not projected and addressed during the presentation. What the presenters say will take precedence over the information which appears on the slide.

EXHIBIT L-3
ORAL PRESENTATION REQUIREMENTS
(Page 2 of 2)

f. Video Taping. The Government will video tape the oral presentation. This information will not be used by the Government during the evaluation of proposals. Offerors are prohibited from taping or recording their own presentation, however, after contract award, the Government will have the video tape available for the offeror to copy at its own expense.

g. Offeror's presentation team. The oral presentation shall be led by the proposed Program Manager. The team shall include an individual who is able to answer most questions that may arise concerning their proposal. With the exception of this individual, only key representatives proposed by the offeror shall participate in the presentation. No more than ten (10) representatives per presentation will be allowed to attend the briefing.

h. Time allowed for presentations. Each offeror will have one (1) hour to present their information. At the conclusion of the presentation there will be a 30 minute period for questions and answers. The Government may ask questions concerning any matter that it deems appropriate. Communication between the offeror and the Government shall not be construed as discussions within the meaning of FAR 15.610. The time limit will start upon the Government's direction to begin. The schedule for presentations is as follows:

DATE: JANUARY 10, 2000
LOCATION: SOUTHWESTDIV
Building 27, The Blue Room
1220 Pacific Highway
San Diego, CA 92132
TIME: 8:30 A.M. – 1000 A.M.: JA JONES/CH2MHILL
10:30 A.M. – 12:00 P.M.: DEL-JEN
1:30 P.M. – 3:00 P.M.: IT CORP.